

Guidance Notes for Transport Operators Risk Assessments

Risk Assessment

A risk assessment is carried out to identify the health and safety risks to any person arising out of, or in connection with, work or the conduct of their undertaking. It should identify how the risks arise and how they may impact on those who may be affected. This information is needed to make decisions on how to manage those risks so that the decisions are made in an informed, rational and structured manner, and the action taken is proportionate. A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Everyone has a right to be protected from harm caused by a failure to take reasonable control measures. Accidents and ill health can ruin lives and affect your business too if output is lost, machinery is damaged, insurance costs increase or you have to go to court. You are legally required to assess the risks in your workplace and must put in place a plan to control the risks.

The risk assessment form is divided into Parts A – E.

A - Activity outline

This section asks for the identification of the activity. i.e. *Transport route X11100 Oswestry/Shrewsbury*

B- Hazard Matrix

This is the tool used to “score” the risk level after the control measures are in place. Level of risk = likelihood x consequence

C-Hazard Identification

This is where you identify the hazard and state the control measure taken to eliminate or reduce the risk.

D - Safe Systems of Work

What other practices are in operations that support the management of risks i.e. Code of Conduct, Hi visibility clothing, safety shoes, etc.

E – Circulation list.

Those persons who need to know of the risk assessment must then be given opportunity to read the document and sign as having been informed of its contents and signatures obtained.

Transport Risk Assessments

The provision of transport to people both young and older, including those with disabilities and learning difficulties can present a variety of hazards. The completion of a risk assessment will aid in the identification of those hazards and help to ensure the safety of people being transported as well as to protect drivers and passenger assistants in the execution of their duties. Shropshire Council is committed to ensuring the health and safety of all their staff and passengers. The transport operator is best placed to identify hazards and this is essential to successfully avoiding accidents which could otherwise have been prevented. This guidance has been developed to assist operators in the completion of the risk assessments for their council contracted transport routes. Each route must have its own risk assessment therefore any assessments that combine routes will not be accepted. In order to assist in the process

there is a document on the etopia Risk Assessment page which lists typical Hazards and Control Measures that are intended to be used by you as a reference. It is important that your risk assessment accurately reflects what is happening on the route and operators must not select a “wish list” of measures in response to the hazards.

For ease of assessment we have divided a transport route into 8 parts:

1. Home to vehicle
2. Vehicles and Routes
3. Seating/walking Aids and Baggage
4. Collection and Drop-Off at School/Centre
5. Vehicle to home
6. Drivers
7. Passenger assistants
8. Passengers

Process

PDF version. The PDF version of the risk assessment form; which has a purple coloured background, allows you to complete the required text boxes and has a selection of “drop down” menus for some sections which has been designed to make its completion easier. To complete the PDF version form please download the form from the Etopia web page onto your computer. Complete the front page which identifies the route, date and the assessor, then ‘Save As’, giving it your chosen file title. Complete the form and follow the same process for all applicable routes. When completed and saved, then on page 13 is the “Submit by email” button which is designed to automatically send to the Route Assessment Officer at Integrated Passenger Transport Services at Shropshire Council.

Word Version. The Word version is exactly the same layout as the PDF however it allows you to edit the whole form. Unlike the PDF version this does not have pre-set drop down menu’s and needs to be sent as an attachment to an email to Special.Transport.Team@shropshire.gov.uk

Begin by working through each of the 8 parts of the risk assessment, by first identifying the Hazards. You will need to list who the hazard relates to i.e. passengers, driver etc. and then add each control measure that you operate to manage the hazard. Using the 5 x 5 Risk Assessment Matrix, calculate the

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numerical score and then identify the Priority of Action required (example Likelihood = 3 x Consequence = 2 therefore Priority of Action score = Low (6)). You will then need to decide whether the risks have been reduced as far as is **reasonably practicable** or whether more could be done. If you judge that any risks have not been controlled as far as is reasonably practicable, you will need to decide what further action needs to be taken. This essential part of your risk assessment forms an action plan to reduce risks to an acceptable level. Your action plan describes the measures you intend to take which will reduce health and safety risks when put into practice. Shropshire Council will carry out checks to ensure any listed actions have been completed. The last columns ask you to identify who the Actions refer to and When they must be completed.

Complete each of the 8 parts of the risk assessment that are applicable to that route.

Once completed a copy of the assessment can then be saved and if desired printed for retention by the operator, driver and passenger assistant (if applicable). It is important that a copy is returned electronically via email to **special.transport.team@shropshire.gov.uk** for the attention of the Route Assessment Officer (RAO) and this can be done by either clicking the “submit” button at the bottom of the PDF version or as an email attachment for the Word version. The RAO will evaluate the assessment and if necessary may contact the operator or if needed arrange a visit to discuss any issues. The risk assessment is yours and you will need to review it annually or when there have been any changes, therefore it is important to save a copy.

There are many sources of good practice, for example HSE's website (www.hse.gov.uk).

Frequency

The guidance for the frequency of risk assessments generally require that an annual review is sufficient, unless there have been any significant changes since the last risk assessment. Some examples of changes that would necessitate a review are new passenger, change of vehicle type, changes in passenger behaviour or needs, etc. It is the responsibility of the operator to inform the council of any changes and to provide an updated risk assessment. Once an assessment has been reviewed it must be dated and saved. The assessment it replaces must be retained for audit purposes. This ensures that reviews have been carried out and subsequent changes have been correctly recorded.

It is unreasonable to expect all the risks can be eliminated however implementing new procedures, training or other steps to reduce the risk as far as reasonably practicable are expected.

Support

It is accepted that this is a new way of working and some support may be required. To that end the RAO will be available to answer your queries and provide risk assessment support in addition to the routine inspections. If additional support is required it may be possible for the RAO to undertake a site visit to offer advice for the completion of the assessment, particularly if there are technical difficulties.

